

YADKIN COUNTY BOARD OF COMMISSIONERS
ADOPTED AGENDA PROCEDURES
Effective December 21, 2010

- A. The County Manager, as Chief Administrative Officer, shall have administrative oversight in preparing the agenda for the meeting. A request to have an item of business placed on the agenda must be received in writing by the County Manager no later than Friday at 12 noon ten (10) days prior to the Monday meeting. A copy of the proposed agenda will be forwarded to the Chair no later than 5pm on Tuesday one week prior to the Monday regular meeting in order to provide opportunity for comment.
- B. Agenda packets, prepared by the Clerk to the Board, shall include, for each item of business placed on it, as much background information on the subject as is available and feasible. The agenda shall be published on the county's website and available for public inspection no later than 5 pm on the Wednesday preceding the meeting.
- C. The Board may by unanimous vote add an item that requires immediate action that is not on the agenda.
- D. The Clerk to the Board will maintain an email list of interested parties who wish to receive a copy of the agenda regularly, and will email a copy of the agenda to those individuals on the mailing list but will not mail copies of the accompanying materials.
- E. Any individual or group who wishes to have an item of business placed on the agenda shall make a request to be on the agenda to the County Manager. The request must be in writing and must state the nature of the matter so that the County Manager and/or appropriate staff will have an opportunity to respond to the area of concern. If appropriate, the County Manager will resolve the request and, if not, the County Manager will determine when the individual or group should be placed on the agenda. The time limit for any individual or representative addressing the Board shall be five minutes, unless a majority of the Board agrees to additional time.
- F. The County Manager in consultation with the Chairman or, in the absence of the Chairman, Vice Chairman shall prepare consent items for the agenda. These items shall consist of routine business items which are not considered to be controversial, or items which have previously been discussed. During the adjustment / approval of the agenda any

Commissioner may have an item moved from the consent agenda to board action.

- G. Each agenda will contain a conflict of interest statement.
- H. Night meetings that begin at 7pm shall end no later than 11pm, unless extended by majority vote to midnight. An extension of the meeting beyond 12:00 midnight shall require a unanimous vote of the Board. If the Board votes to extend the meeting beyond midnight, then the Board shall also vote to determine those items remaining on the agenda on which a vote will be taken.
- I. Morning meeting that begin at 9am shall end no later than 11:00am, unless extended by majority vote to 12:00 noon. An extension of the meeting beyond 12:00 noon shall require a unanimous vote of the Board. If the Board votes to extend the meeting beyond 12:00 noon, then the Board shall also vote to determine those items remaining on the agenda on which a vote will be taken.
- J. Meetings may be postponed due to inclement weather no less than (3) hours before the regularly scheduled meeting. Every effort will be made to notify the public and media when meetings are postponed due to inclement weather.
- K. Each agenda shall contain a "Public Charge" at the top of the agenda, which shall read as follows,

"The Yadkin County Board of Commissioners asks its members and citizens to conduct themselves in a respectful, courteous manner, both with the Board and fellow citizens. At any time, should any member of the Board or any citizen fail to observe this public charge, the Chairman will ask the offending person to leave the meeting until that individual regains personal control. Should decorum fail to be restored, the Chairman will recess the meeting until such time that a genuine commitment to the public charge is observed."

As a courtesy to others, please turn off cell phones during the meeting."